

ASSISTANT DIRECTOR (IBO)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of a major unit or division within the agency.

Examples of Typical Tasks

Leads the process of researching, formulating, drafting and preparing IBO's work products, including studies, publications and presentations, for the assigned subject matter area; recommends changes in policies and procedures as deemed necessary.

Directs the work of the professional staff of the assigned unit or division, including setting goals, objectives and priorities, and allocating resources, including personnel, for the effective operations and service delivery by such unit or division.

Under executive direction, interviews and selects candidates for staff positions within assigned unit or division and conducts performance evaluations of assigned staff.

Qualification Requirements

1. A graduate degree in economics, public policy, or a related field, and three years of satisfactory, full-time experience of a nature to qualify for the duties of the position, including at least two years of experience conducting quantitative analyses using statistical and research methodologies to analyze large datasets, and at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position.
2. Education and/or experience which is equivalent to "1" above. However, all candidates must possess at least 18 months of administrative, managerial, executive, or supervisory experience as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.